



*Mr. M. M. M.*

# 2023-24 ELECTIONS

**Information for the  
Associated Students, Incorporated  
Elected Positions**

Compiled and Distributed by the  
2023-2024 ASI Elections Committee





# DEAR CANDIDATES,

**Congratulations** on taking the first step to becoming one of next academic year's ASI Student Government Leaders! Student leadership is a wonderful opportunity for any Bronco to make the most of their Cal Poly Pomona experience. As an ASI Student Government Leader, you will be able to advocate for students, network with campus leaders, and you'll open the door to many more opportunities.

This packet is essential to your candidacy during the 2024 ASI Elections, and it details the steps you'll need to take for the elections process. Please read the packet carefully and do not lose it. Deadlines are hard with no exceptions. Be mindful of them and mark your calendars to ensure you do not miss important dates. Follow the steps outlined in this packet and you will find your name on the ballot to potentially be a member of the ASI Board of Directors.

During the elections, the Elections Committee will work diligently to uphold the Elections Code and provide you with the fairest election possible.

Again, congratulations on taking this big step into student government and I wish you the best of luck! Please feel free to contact me if you have any questions or concerns; I will be happy to address them.

Sincerely,

**AMY TJELTVEIT**

Amy Tjeltveit  
ASI Elections Assistant  
asielections@cpp.edu

# EXPECTATIONS

## Elected ASI Student Government Leaders are expected to do the following during their term in office:

Represent the student voice and advocate on behalf of the students to the University and the State

- Closely collaborate with faculty, staff, and administrators in a professional capacity
- MUST be available for summer Board of Directors meetings and trainings
- MUST attend ASI Connections in the late summer and winter, Student Government Retreat and Trainings (throughout summer on Thursdays; Retreat is an overnight weekend)
- Attendance to CSUnity Summer Conference (August 2024)
- Consult with Student Government Associate Director about any significant time commitments outside of ASI Student Leader position (campus or off-campus work, internships, etc.)
- MUST maintain University eligibility throughout campaign period and during term in office
- MUST make time in your schedule for:
  - Approximately 10-15 hours of ASI work per week, including:
    - ◆ Board of Directors meetings on Thursdays from 3-5 p.m.
    - ◆ At least 4 office hours per week
    - ◆ Time to prepare, attend, and handle at least two committee assignments
    - ◆ All ASI retreats and trainings
    - ◆ One-on-one meetings bi-weekly, with an advisor
- MUST exhibit professionalism, examples of this from past administrations include:
  - 24-hour response on email and phone calls
  - Check your ASI mailbox daily
  - Be prepared and prompt to all meetings
  - Respond to RSVP requests for ASI
  - Follow all University conduct rules and policies
- ASI Student Government Leaders are eligible for scholarships and priority registration

• ASI and University staff advise Student Government Leaders and help them develop:

• Leadership skills

- Effective communication
- Interpersonal relationships
- Critical thinking and problem solving
- Organizational planning
- Social responsibility

# ELECTED POSITIONS

## ASI PRESIDENT

- As Chief Executive of the student government branch of ASI, the President is responsible for appointing and holding accountable all ASI Student Government leaders, including the Cabinet, Board of Directors, Elections Committee, and all student representatives on ASI and University committees
  - Interviews and appointments for appointed positions are projected to be completed before the summer retreat
- The ASI President is the official representative of ASI to the students of Cal Poly Pomona, the University Administration, the Chancellor's Office, the California State Student Association (CSSA), the Board of Trustees, the State of California, and the General Public
- The ASI President serves as Chair of the Cabinet and is a member of various committees, such as: Foundation Board, ASI Board of Directors, ASI Finance Committee, ASI Human Resource Committee, ASI Rules and Policies Committee, ASI Facilities and Operations Committee. The ASI President has regular meetings with ASI advisors, University advisors, and Cabinet members
- The ASI President attends and votes at monthly CSSA meetings beginning in July along with the Secretary of External Affairs
- The ASI President attends the Panetta Institute in June of 2024

## ASI VICE PRESIDENT

- The ASI Vice President assists the President in the oversight of the ASI Student Government's goals and objectives
- The ASI Vice President serves as Chair of the ASI Board of Directors, Vice-Chair of the Cabinet, and serves on University committees and ASI committees such as: ASI Finance Committee, ASI Human Resources Committee, ASI Rules and Policies Committee, ASI Facilities and Operations Committee
- The ASI Vice President has regular meetings with ASI advisors, University advisors, and Board of Director members
- The ASI Vice President coordinates ASI Board of Director meetings beginning in June with the ASI Executive Director

## ASI BOARD OF DIRECTORS-SENATORS

- Senators must attend ASI Board of Director meetings; meetings are held regularly throughout the year, including summer, on Thursdays 3-5 p.m.
- Senators are required to serve on at least two (2) committees; this includes ASI standing committees and other University committees
- Senators work closely with their respective colleges and councils so they can best speak on behalf of the students they represent

# INFO SESSIONS

*If a candidate is unable to attend one of the following scheduled sessions, the candidate is encouraged to have a one-on-one meeting with the Elections Assistant for more information. Candidates can reach the Elections Assistant via email at [asielections@cpp.edu](mailto:asielections@cpp.edu).*

## **Drop-In Candidate Info Sessions:**

- Tuesday, January 23, in person.
  - BSC, Student Government Office (Bldg. 35-1339)  
Noon-1:00 p.m.
- Thursday, February 1, in person
  - BSC, Student Government Office (Bldg. 35-1339)  
Noon-1:00 p.m.

More details and Zoom links will be added to <https://linktr.ee/asicppelections>

## **REQUIREMENTS TO RUN FOR OFFICE**

- Cannot concurrently be an ASI Student employee while holding office
- MUST be enrolled and in good standing with the University while running for and holding office
- MUST NOT be on probation of any kind, including academic, disciplinary, or administrative
- MUST maintain a 2.0 GPA overall and for each semester before running, during campaign, and while in office
- MUST have been enrolled in one semester prior to the election, earning a total of six (6) semester units during the year at Cal Poly Pomona
- MUST earn six (6) semester units of credits per term while running for and holding office
- MUST NOT exceed the required unit load. Undergraduate students are allowed to earn a maximum of 150 semester units. Students holding over that number of units will no longer be eligible for major student government offices. (Graduate students are allowed to earn a maximum of 50 semester units)
- MUST submit a completed application form via online portal
- MUST submit supplemental application materials, including but not limited to: candidate agreement, campaign plan, expense plan, and personal statement
- MUST attend one (1) Candidate Orientation where headshots will be taken such headshots will be used for all candidate marketing
- MUST declare which position you plan to run for; College Senators must have a declared major in the college you wish to represent



# 2024 ASI ELECTIONS TIMELINE

## IMPORTANT ELECTION EVENTS AND DUE DATES

DATE	EVENT INFO
Monday, January 29	ASI Election Candidate Applications <b>OPEN</b> at 9 a.m. PST
Friday, February 9	ASI Election Candidate Applications <b>DUE</b> by 11:30 p.m. PST
February 19 - 23	Verification of Eligibility (VOE) Checks
Wednesday, February 28	MUST attend one date offered Candidate Orientation, 10 a.m. - noon, Student Government Office
Thursday, February 29	Candidate Orientation, noon - 2 p.m., Student Government Office
Friday, March 1	Candidate Orientation, 3 p.m. - 5 p.m., Student Government Office
Sunday, March 3	Campaign and Marketing Plan DUE by 11:59 p.m.
Monday, March 4	<b>Campaigning (Printed, Online, and Endorsements) Begins</b> at 7 a.m.
Tuesday, March 19	Candidate Event: ASI Elections Fair, 11 a.m. - 1 p.m., University Park
Wednesday, March 20	Candidate Event: Connect with the Candidates, noon - 1 p.m., University Park
Thursday, March 21	Candidate Event: Select Us! Social, noon - 1 p.m., University Park
Monday, March 25	<b>Elections via Online Voting Begins</b> at 7 a.m. via myBAR
Thursday, March 28	<b>Elections via Online Voting Ends</b> at 7 a.m. via myBAR
Thursday, March 28	Election Results Party, noon - 1 p.m., University Park
Monday, April 1	Candidate campaign expense report due by 5 p.m. to Elections Assistant
Friday, April 19	<b>MANDATORY</b> Leader Elect Roundtable Discussion via Zoom 3:30-5 p.m.

# **SUBMISSIONS AND CONTACT INFO**

## **SUBMIT THE FOLLOWING ITEMS IN ADDITION TO YOUR APPLICATION TO THE ASI ELECTION ASSISTANT VIA EMAIL:**

### **Campaign/Marketing Plan due by March 3, 2024 at 11:59 p.m.**

- Describe your plan for marketing your candidacy throughout the campaign period.
- Include any printed, electronic, or guerilla marketing you may use.
- Include when/where you plan to have your marketing appear.
- Note: ALL campaign materials (print, electronic, etc.) must be approved by the Elections Assistant (asielections@cpp.edu) before use.

### **Expense Report:**

- Note: As campaigning concludes, you will submit a detailed report of your actual expenses. Your Expense Report, due April 2, 2024 by 5 p.m. must include all receipts, purchases, donations, etc. related to your campaign.

## **CONTACT INFORMATION**

### **ASI Elections Assistant**

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